

HOW TO PROCESS PERSONAL/OFFICIAL TRAVEL USING AMERICAN EXPRESS

Creating Authorization:

1. Create authorization to include inclusive dates of both official travel and leave/personal travel.
2. Only include the TDY location(s) when building the itinerary. A personal trip is not a TDY location. (Example: If you are traveling from DC to Denver and stopping in Chicago for 2 days of personal travel, you should only show Denver as the TDY location and on the leave audit flag, explain that you stopped in Chicago for 2 days on personal leave.)
3. Indicate leave/personal travel days as appropriate within the Per Diem Entitlements page.
4. Select flights as if it were the regular official travel trip for the days that would have been official travel. You may need to change dates when searching for flights.
5. Book rental cars and hotels for official travel dates only. Make sure you change the dates accordingly on the search criteria before searching for rental cars and hotels.
6. Complete the authorization by adding your expenses, accounting code, etc. On the Review Trip page, enter a comment to the approving official stating your leave dates and destination. When you save and move to the pre-audit page, you will need to enter the same leave information into the Leave Exists audit flag justification box. Save and proceed to the digital signature page and sign to book the reservations.
7. Call the TMC to access the original reservation and to advise the TMC of the personal travel arrangements needed. The traveler must give the TMC their personal credit card information to cover any personal travel charges. Only official travel can be charged to the government credit card account.
8. The TMC issues the official travel ticket and charges the applicable TMC fee to the individually-billed government credit card (IBA) or the centrally-billed account (CBA). The TMC books the personal travel and issues an exchange of the official ticket towards the personal/official travel ticket charging any additional amount and the touched TMC fee to the traveler's personal credit card. The TMC advises the traveler that the entire ticket is now non-refundable and explains any fare rules or change fees that might apply. After the new ticket is issued, the itinerary is documented with any additional collection amounts and the non-refundable/penalty verbiage and e-mailed to the traveler. **NOTE: The amended personal/official travel reservation is not queued back to GovTrip, leaving only official travel reservations in the authorization.**
 - If the personal/official travel ticket fare is lower than the original official ticket, a refund is applied to the government credit card (original form of payment). No TMC service fees will be refunded, only the fare difference.
9. Print the itinerary received from the TMC and attach to the authorization in the Receipts section. This will be the cost comparison for the Approving Official to review. This can be done any time during the authorization routing process by printing the fax coversheet.

Note: If travel is booked weeks in advance, the traveler may need to request an advance to pay for the airfare billed to their IBA since non-refundable tickets are issued/invoiced immediately.

Creating Voucher:

1. Create voucher from authorization.
2. Edit voucher to enter actual expenses incurred.
3. Compare cost of common carrier to the attached itinerary fare cost.
4. If the attached itinerary common carrier cost (personal/official) is more than the voucher fare cost (official only), then no further action is required and the voucher is completed as usual.
5. If the attached itinerary fare cost (personal/official) is less than the voucher fare cost (official only), then you must adjust voucher fare accordingly. Enter a comment to the approving official that the personal/official fare was less than the official fare.